

## Statewide Learning Management System: Section 7 - Data Handling Requirements

Note: Functionality is mandatory except for those identified as "desired."

Functional Area	Detailed Functionality	Ability to Meet Requirement				
		As delivered	w/ Third Party	w/ Customization	Only Partially Meets	Not Available
<b>Proposal Section 7</b>	<b>7-1.0 Data Handling</b>					
7-1.1	Import data from the current LMS solutions including data from disparate systems such as spreadsheets, access databases, custom developed application and purchased systems - include process for initial load and key tasks to import data					
7-1.2	Provide a periodic export of all DE proprietary information from the LMS solution and an efficient mechanism (.csv, .xml or other format as requested by the State) for electronically transferring data to DE					
7-1.3	Provide an efficient mechanism to import training records (.csv or other format provided by the State)					
7-1.4	Provide data retention plans and procedures in accordance with Delaware Department of Technology and Information standards <a href="http://dti.delaware.gov/pdfs/pp/DataManagementPolicy.pdf">http://dti.delaware.gov/pdfs/pp/DataManagementPolicy.pdf</a>					
7-1.5	Solution must maintain the integrity and accuracy of all data, including imported data					
7-1.6	Allow exporting of statewide, agency, division and individual training records and supporting documentation in common formats including but not limited to .pdf, doc, .csv, xml					
7-1.7	Vendor must describe the proposed system of auditing and related capabilities					
7-1.8	Solution must provide a service to create, update and maintain all web pages and content					
7-1.9	Solution must have the ability to import data from PeopleSoft Payroll Human Resource Statewide Technology (PHRST), the State's HR/Payroll system, in accordance with State of Delaware file layout standards, format types (PeopleSoft/Oracle data rules), and secure file transport standard. Acceptable file types will be .csv, .txt, .dat, or.xml. Desired data would include but is not limited to: organizational structures, employee ID, Name, Reporting Deptid (rollup - 2-4 digit department), Deptid (9-digit department), Department Description, Location, Location Description, Work County, Job code, Job code Description, Merit/Non Merit, Employee Class, Employee Class Description, Standard Hours, Job SAP, Job Grade, JobEEO4, Birth Date, Ethnic, Sex, Disability, Age, Benefits Service Date, Benefits Service Years					
7-1.10	Ability to provide statistical overview for dashboards and report creation					
7-1.11	Ability to import data from external payroll systems such as PeopleSoft, Banner, ADP, Lawson in accordance with the State of Delaware file layout standards					
7-1.12	Solution must use State's approved credit card processing vendors (currently Govolution or EPX)					

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	7-1.13 Link solution with third party vendors for online training course materials					
	7-1.14 Seamlessly links solution with third party vendors for course catalogs					
	7-1.15 Allow for configuration of field and course names to reflect terminology of the State of Delaware					
	7-1.16 For agency branding, provide a customized pages for each agency with unlimited number of portals with segregated management by agency or function					
	7-1.17 Solution must provide data entry tools to expedite the data entry process, such as auto fill values, dropdown lists, and the ability to expand and collapse groups where appropriate					
	7-1.18 Clear and intuitive design providing an uncomplicated and streamlined user interface and workflow for users and administrators					
	7-1.19 Ability to export required financial fields and training data from system as a text file (such as date of training, employee name, six-digit Department ID, 4-digit cost center, training course title, course amount) for import into the State's financial system, First State Financials (FSF), as an automated intergovernmental voucher (Auto-IV) process for automated billings					
	7-1.20 Encrypt all State non-public data on all vendor devices including mobile					
	7-1.21 Encrypt State data at rest using industry standard key management					
Desired	7-1.22 Ability to import data feed from Delaware Employment Link ( DEL) to link job competencies and job requirements to training					
Desired	7-1.23 Solution should not limit the number of integration fields					
Desired	7-1.24 Ability to import from external payroll systems such as SAP, ADP, Banner, Lawson, and PeopleSoft					
Desired	7-1.25 Solution integrates with Exchange to facilitate scheduling of primary training facilities, equipment, and resources					
Desired	7-1.26 Integration with Analytics/Dashboards, Web Conferencing Products, and other social media					
Desired	7-1.27 Solution has responsive design for multiple devices such as tablets and phones					